



Agency Records Disposition Schedule

Department: Department of Mental Health

Section: Division of Departmental Affairs

Division: Central Office

Sub-Section:

TITLE: Abuse/Neglect case files

CUTOFF: EOSFY

DESCRIPTION: Contact reports, preliminary and final reports, polygraph testing results, interviews recorded on cassette tape, etc.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 6262

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998

TITLE: Abuse/Neglect facility case files

CUTOFF: EOSFY

DESCRIPTION: DMH 8401, 8402, 8403, and change documents, DMH 8108, 8128, 8145, change documents, interviews recorded on cassette tape, etc.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 6263

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998

TITLE: Applications for Licensure and copies of licenses

CUTOFF:

DESCRIPTION: Applications for Licensure and copies of licenses

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6252

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998



Agency Records Disposition Schedule

Department: Department of Mental Health

Section: Division of Departmental Affairs

Division: Central Office

Sub-Section:

TITLE: Certification Files

CUTOFF:

DESCRIPTION: Certification Files

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6276

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998

TITLE: Client grievance letters

CUTOFF:

DESCRIPTION: Client grievance letters

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6265

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998

TITLE: CPR Client Files

CUTOFF:

DESCRIPTION: CPR Client Files

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6266

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998



Agency Records Disposition Schedule

Department: Department of Mental Health

Section: Division of Departmental Affairs

Division: Central Office

Sub-Section:

TITLE: CSTAR Client Files

CUTOFF:

DESCRIPTION: CSTAR Client Files

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6267

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998

TITLE: EAP/SEAS participation reports

CUTOFF:

DESCRIPTION: EAP/SEAS participation reports

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6257

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998

TITLE: Hepatitis B vaccine usage reports

CUTOFF:

DESCRIPTION: Hepatitis B vaccine usage reports

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6258

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998



Agency Records Disposition Schedule

Department: Department of Mental Health

Section: Division of Departmental Affairs

Division: Central Office

Sub-Section:

TITLE: Leake Consent Decree

CUTOFF: Case Closed

DESCRIPTION: Litigation Files

RETENTION: Years: Months: Days:

NOTES: may be filmed

DISPOSITION ACTION: Permanent

SERIES: 6274

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998

TITLE: Nursing Home Reform Annual Resident Review Files

CUTOFF:

DESCRIPTION: Nursing Home Reform Annual Resident Review Files

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6269

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998

TITLE: Nursing Home Reform Pre-Admission Files

CUTOFF:

DESCRIPTION: Nursing Home Reform Pre-Admission Files

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6268

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998



Agency Records Disposition Schedule

Department: Department of Mental Health

Section: Division of Departmental Affairs

Division: Central Office

Sub-Section:

TITLE: Viral and Rickettsial Diseases forms (MO 580-076)

CUTOFF:

DESCRIPTION: Viral and Rickettsial Diseases forms (MO 580-076)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6259

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998